

TITLE, SERIES, GRADE: Supervisory Information Technology Specialist
GS-2210-15

SALARY RANGE: GS-15: \$103,947 - \$135,136 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 05-CRM-JC-063

AREA OF CONSIDERATION: All Interested Candidates and displaced/surplus federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 09/16/05

CLOSING DATE: 09/30/05

DUTY LOCATION(S): Department of Justice, Criminal Division, Computer Crime and Intellectual Property Section, Washington, DC

NUMBER OF VACANCIES: 1

JOB SUMMARY

- Serves as first-line supervisor to subordinate staff and performs all duties associated with a first-line supervisor.
- Designs, develops and implements the Online Investigative Program, which includes technological architecture and equipment configuration.
- Serves as a technical advisor regarding the operation and development of networks, the Internet, computer security and critical infrastructure issues.
- Evaluates network security, intrusion devices, and computer forensics systems and software.
- Conducts research to develop and critique new and innovative devices, programs, systems, techniques in the IT field.
- Designs and maintains a test computer lab for the sole purpose of simulating networks and network attacks.
- Assists prosecutors and agents in determining the source of Internet attacks or communications by reading logs, suggesting investigative avenues and offering technical support.
- Provides counsel on high-tech issues to prosecutors and agents.
- Conducts investigations of a highly sensitive, complex and difficult nature.
- Evaluates and provides recommendations for the purchase and use of new state-of-the-art software in the area of network and computer forensics use.
- Assists attorneys on the preparation of case material on IT issues, find pertinent witnesses, prepare expert witness for trial, etc.
- Provides training to federal law enforcement and other audiences regarding how

the internet works, the vulnerability of networks, common network attacks, basic security procedures and other computer issues.

- Works in close liaison with the various technical components of the FBI and other agencies in the IT area in regards to Internet attacks, communications, network vulnerabilities, and emerging technologies.
- Conducts forensic analysis of computer/system/network evidence, and provides forensic and investigative analysis support to prosecutors.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Applicants should provide a separate narrative addressing each of the Quality Ranking Factor. Failure to address the Qualify Ranking Factors may result in a lower rating in the evaluation process.

QUALITY RANKING FACTORS:

- 1) Knowledge of computer network security and incident responses principles, methods and practices.
- 2) Knowledge of computer forensic principles, techniques, tools and organizations.
- 3) Knowledge of the design, configuration and development of computer/server operating systems, applications and services.
- 4) Knowledge of computer network architecture, design, management and principles.
- 5) Ability to communicate orally and in writing.
- 6) Ability to supervise.
- 7) Ability to create a strategic plan for the Online Investigative Program; direct staff to implement; and make appropriate modifications.

EVALUATION METHODS: Applicants meeting minimum qualifications will be further evaluated on the extent and quality of their experience, and the degree to which their total experience and training demonstrates the Quality Ranking Factors.

HOW TO APPLY: Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.

-Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.

- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.

-If you are a status candidate and would like to be considered under competitive procedures, please annotate your resume, OF-612 or SF-171 indicating that you wish to be considered under both merit staffing promotion procedures and competitive procedures. If a statement is not included, status candidates will be considered only under merit staffing promotion procedures.

-Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), social security number, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);
- **EDUCATION**--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- **WORK EXPERIENCE**--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor.
- **OTHER QUALIFICATIONS**--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775. For federally employed applicants e-mailing a resume, OF-612 or SF-171, you

will need to fax a separate statement addressing the Quality Ranking Factors listed above, a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months. Displaced and surplus federal employees must also fax a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position. Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Preference eligibles or veterans who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. Veterans must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-Point or 30-Point preference must submit a letter from the Department of Veteran's Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- This position is subject to a one-year supervisory/managerial probationary period, if one has not yet been completed.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- All qualifications for this position must be met by the closing date of this announcement.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

TDD: 202-305-2918

